



The Topeka Housing Authority Open Positions

An Equal Employment Opportunity Employer

[Link to Topeka Housing Authority Employment Application](#)

THA Employment Opportunities Open to the Public:

(Click the below box to take you to the job description)



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Job Title:	YOUTH WORKER	Hourly Rate:	\$8.00
Start Date:	November 19, 2012 Hours: 3:00pm to 6:00pm as needed Monday through Friday PART TIME TEMPORARY	Reports To:	VP of Leasing and Tenant Services
Department:	Public Housing	HR Contact:	Aubrey Coufal
Applications:	Email: acoufal@tha.gov Fax: 785-357-2648 Mail: 2010 SE California Ave. Topeka, KS 66607	Submit an Electronic Application:	Topeka Housing Authority Employment Application

Job Description:

I. JOB SUMMARY

Support Youth Program Activities

II. DUTIES AND RESPONSIBILITIES:

- A. Support Youth Program education and recreational activities.
- B. Oversee activities of program participants and report incidents/accidents as appropriate
- C. Insure the safety of youth at all times
- D. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures
- E. Insure that building, equipment and resources are used properly
- F. Report needed building and equipment repairs
- G. Work hours as assigned
- H. Ensure the security of the building and equipment

III. EDUCATION, SPECIAL LICENSES/CERTIFICATES

- A. Valid Kansas Class C Drivers license
- B. Specialized certification as assigned
- C. High school diploma or equivalent required
- D. Acceptable driving record for insurance purposes

IV. EXPERIENCE

Experience working with youth and low-income families preferred

V. SKILLS/KNOWLEDGE

- A. Excellent interpersonal skills
- B. Good verbal communication skills
- C. Good time management skills
- D. Ability to work with diverse population
- E. Good conflict resolution skills
- F. Able to work with small children and behavior challenged children
- G. Safety and security methods and techniques
- H. Ability to problem-solve and resolve conflict situations effectively
- I. Mediation and problem resolution techniques
- J. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc.
- K. Standard customer service etiquette and procedures
- L. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents
- M. Ability to establish a good working relationship with THA staff
- N. Ability to follow simple and complex directions
- O. Ability to manage multiple tasks simultaneously
- P. Ability to follow written and oral directions

Youth Worker Job Description Continued:

VI. PHYSICAL REQUIREMENTS

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.